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EXECUTIVE SECRETARIAT

Routing Slip

TO:		ACTION	INFO	DATE	INITIAL
1	DCI				
2	DDCI				
3	S/MC				
4	DDS&T				
5	DDI				
6	DDA				
7	DDO				
8	D/DCI/IC				
9	D/DCI/NIO				
10	GC				
11	LC	✓			
12	IG				
13	Compt		✓		
14	D/Pers				
15	D/S				
16	DTR				
17	Asst/DCI				
18	AO/DCI				
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	SUSPENSE _____ Date				

Remarks: Please clear response with DCI

STAT

A/Executive Secretary

3/31/75

Date

3637 (1-75)

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Executive Registry
75-2362

COMPTROLLER GENERAL OF THE UNITED STATES
WASHINGTON, D.C. 20548

OLC 75-0683

B-115398

March 28, 1975

The Honorable William E. Colby
Director, Central Intelligence Agency

Dear Mr. Colby:

The Legislative Reorganization Act of 1970, as amended by the Congressional Budget and Impoundment Control Act of 1974, requires the General Accounting Office to (1) monitor the recurring reporting requirements of the Congress and recommend changes and improvements, including elimination of duplicative or unneeded reports, and (2) develop and maintain an inventory of sources and information systems containing fiscal, budgetary and program-related data. We will require the assistance and cooperation of every executive department and agency in order to fulfill effectively these requirements.

We are requesting your assistance in initiating our congressional reports monitoring function. As a first step, we need a complete inventory of the recurring reports provided to the Congress by the executive branch. We are requesting you to provide information about each report of this type required of your organization. The details of this request, including an inventory format, are enclosed. We have also enclosed a listing of reports submitted to the Congress by your organization which was compiled from the information provided to us in 1972 for a special study conducted for the House Committee on Government Operations.

Please submit the inventory to the address shown on Enclosure I by June 15, 1975. If you have any questions about this request, please contact Mr. Kenneth W. Hunter, Assistant Director-in-Charge, Financial and General Management Studies Division, on 376-5345 or IDS 196 extension 65345.

Within the next 3 months my staff will be contacting your representatives to initiate an inventory of information sources and systems. It is our intent that both our inventory of reporting requirements and our inventory of information sources and systems will be updated periodically. Therefore, it will be necessary for our staffs to develop a continuing working relationship. We would appreciate your designating an individual with whom we can work on these efforts.

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I fully recognize the degree of effort necessary to meet this request. I believe that the potential benefits--to the Congress and to the executive branch--make such an effort worthwhile. Your assistance and cooperation are appreciated.

Sincerely yours,

Comptroller General
of the United States

Enclosures - 3

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GUIDELINES FOR PREPARING INVENTORY OF REPORTS

In order that we can compile a useful and accurate inventory of recurring congressional reporting requirements, we ask your cooperation in preparing your responses in accordance with the following guidelines. Also, we are requesting that you provide us with one copy of the most recent edition of each unclassified recurring report submitted to the Congress. These copies may be submitted with the inventory data we are requesting or may be submitted separately. Please note that we do not wish to be placed upon the continuing distribution list for these reports.

For questions about this request, please contact:

Mr. Kenneth W. Hunter 376-5345 (IDS 196 extension 65345)
Mr. Franklin Frazier 376-5323 (IDS 196 extension 65323)

Please submit your responses (by June 15, 1975) to:

U.S. General Accounting Office
Financial and General Management Studies
Division
Attn: Mr. Kenneth W. Hunter
441 G. Street, NW
Washington, D. C. 20548

INSTRUCTIONS

A. Include in this inventory all recurring congressional reporting requirements in effect as of January 1, 1975. For each, provide all of the data elements required (see INFORMATION ELEMENTS REQUIRED FOR EACH REPORT).

B. Provide the data in accordance with the format shown on Enclosure II.

C. It is important that the inventory be unclassified. Therefore, provide unclassified short titles and unclassified summaries for classified reports.

D. Do not include intra-agency or interagency feeder reports in your submission; only those recurring reports which are transmitted to the Congress should be included in this inventory. Please note that reports which are transmitted to the President for transmittal to the Congress are not considered to be feeder reports.

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E. Although this request addresses required reports, the value of the inventory will be enhanced if it includes recurring voluntary submissions. Therefore, please provide readily-available inventory data about, and one copy of, each report voluntarily submitted to the Congress on a recurring basis. Please segregate these reports from the others in your inventory.

F. Please do not write in the shaded areas of Enclosure II; these areas will be used to record codes for keypunching.

DEFINITIONS

1. Report: A report is defined as any information or data transmitted to the Congress whether in narrative, tabular, graphic or other form, excluding those reports rendered orally. You should include every congressional recurring reporting requirement. Please do not include one-time reporting requirements.

2. Congressional Reporting Requirement: A congressional reporting requirement is defined as a requirement levied by a member or committee of the Congress or by statute.

INFORMATION ELEMENTS
REQUIRED FOR EACH REPORT

Using the format shown on Enclosure II, provide the following:

1. ACCESSION NUMBER

Leave blank. This space will be used by the GAO.

2. REPORT TITLE

Provide the title (use the title as submitted by your agency) of the report. If report title is classified, provide an unclassified short title.

3. REPORT CONTROL SYMBOL/NUMBER

Provide the report control symbol and/or number which your organization has assigned to the report.

4. BRIEF DESCRIPTION OF CONTENT

Provide a brief description of the report content; e.g., "the number and dollar amounts of grants for support of basic research to

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nonprofit organizations, by fiscal year, by recipient institution." Please do not merely repeat the report title; provide the key words and key elements of the report. In the case of a classified report, please provide an unclassified summary. If the provided space is insufficient, the Description of Content may be continued on a separate sheet of paper.

5. AUTHORITY FOR THE REPORT

a. Statutory: If possible, please provide all three statutory references desired (United States Code, Statutes-at-large, and Public Law). At least one of these references must be submitted for each report required by law. We ask that you provide the title and section number for the United States Code (USC), the volume and page number for the Statutes-at-large (Stat.) and provide the Congress and law number for Public Law (PL) references.

b. Non-statutory: For those recurring reports prepared in accordance with non-statutory requirements (requested by letter, telephone, hearings, House or Senate reports, etc.) provide a complete and detailed description of the request. Identify the proponent, the date of the request, the medium by which the request was made (letter, telephone, hearings, reports) and other relevant descriptive data. In those cases where a letter was used to levy the requirement, please provide a copy of the letter. If the request was levied through a House or Senate report, provide the number of the Congress, the Report Number, the page number and the section or paragraph number. If the letter requiring the report cannot be located or the requirement cannot be identified, provide a copy of your organization's implementing instructions.

c. Voluntary: If the report is submitted to the Congress voluntarily by the organization, simply enter "voluntary" in item 5 on the line titled "Non-statutory (describe)."

6. FREQUENCY OF SUBMISSION

Provide the frequency at which the report is submitted.

7. SECURITY CLASSIFICATION

Please indicate the classification of the report. If the report is not classified, check none.

8. DUE DATE

Provide the due date of the report; e.g., 120 days after the end of the fiscal year; October 1 each year.

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9. PREPARING AGENCY

Identify the agency and the bureau (or equivalent) responsible for preparing the report. Use generally-accepted abbreviations where appropriate, but do not use office symbols.

10. PREPARER

In order that we may have a specific source of information for responding to questions about the report, please provide the name, telephone number and office of the individual who actually prepares the report or who is directly responsible for its preparation. Provide the complete telephone number including the area code. Do not use office symbols to identify the office. Please do not indicate the head of the agency unless he actually prepares the report.

11. EVALUATION QUESTIONS

Please respond either "yes" or "no" to the following questions. Questions D and E require an explanation for a "yes" response. Please place your responses to these questions in the space provided on the format sheet. If the provided space is insufficient, explanations may be continued on a separate sheet of paper.

A. Do you use this report in the internal management of your organization?

B. Would this report be prepared if the Congress did not require it?

C. Have you any evidence of use of this report by the Congress?

D. Do you consider this report to be burdensome to prepare? (if yes, explain; e.g., too costly, too little time, too much overtime).

E. Is the information in this report duplicated in other documents also sent to the Congress? (if yes, identify the other documents).

12. RECIPIENTS

A. Congressional: Identify the congressional recipients of the report, i.e., committees, subcommittees, members.

B. Other: Identify the other individuals or organizations which regularly receive the report.

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13. COSTS

We recommend that you use the National Archives and Records Service (NARS) Guide to Estimating Reporting Costs (December 1973; NARS, Office of Records Management) when preparing the cost data requested. If your agency has revised or supplemented the NARS Guide or if your agency cannot follow the NARS Guide, use the agency methods and provide us with a copy or an explanation of the methodology employed.

Please provide the annual costs attributable to preparing the report. If the report is prepared less frequently than annually (e.g., once every two years) provide costs for the period in which the report is prepared. Provide the dollar amount for Developmental Costs for each recurring reporting requirement imposed after December 31, 1972, and the annual dollar amounts and annual staff-hours attributable to the Operational Costs for each report in your submission. Do not provide estimates for User Costs. (Note: The terms "Developmental Costs", "Operational Costs" and "User Costs" are defined in the NARS Guide.)

For reports which have not yet been submitted, base your estimates upon the costs of similar reports. If the report is prepared principally for internal management use and only a copy is provided to the Congress, provide only the costs associated with providing the copy (or copies) to the Congress. If the data supporting a congressional report would be collected and stored if the report were not required, do not include these costs.

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ENCLOSURE II

INVENTORY OF RECURRING REPORTS PROVIDED TO THE CONGRESS

1 ACCESSION NUMBER 1-4 — A 5

2. REPORT TITLE 6-125

3. REPORT CONTROL SYMBOL/NUMBER 126-140

4. DESCRIPTION OF CONTENT

5. AUTHORITY FOR REPORT 141-169

_____ USC _____ ; _____ STAT. _____ ; PL _____ - _____
(141-142) (143-157) (158-159) (160-163) (164-165) (166-169)

NON-STATUTORY (DESCRIBE): _____ 170-171

6. FREQUENCY OF SUBMISSION 172

7. SECURITY CLASSIFICATION 173

T- ☐ TOP SECRET O- ☐ OTHER
S- ☐ SECRET N- ☐ NONE
C- ☐ CONFIDENTIAL

8. DUE DATE 174-177

9. PREPARING AGENCY 178-181

AGENCY _____

BUREAU _____

10. PREPARER 182-207

NAME _____
LAST NAME (182-196) FIRST NAME (197)

OFFICE _____

PHONE _____
AREA CODE (198-200) NUMBER (201-207)

11. EVALUATION QUESTIONS

A. DO YOU USE THIS REPORT IN THE INTERNAL MANAGEMENT OF YOUR ORGANIZATION? Y- ☐ YES N- ☐ NO 208

B. WOULD THIS REPORT BE PREPARED IF THE CONGRESS DID NOT REQUIRE IT? Y- ☐ YES N- ☐ NO 209

C. HAVE YOU ANY EVIDENCE OF USE OF THIS REPORT BY THE CONGRESS? Y- ☐ YES N- ☐ NO 210

D. DO YOU CONSIDER THIS REPORT TO BE BURDENSOME TO PREPARE? Y- ☐ YES N- ☐ NO 211

(IF YES, EXPLAIN: _____ 212-213

E. IS THE INFORMATION IN THIS REPORT DUPLICATED IN OTHER DOCUMENTS ALSO SENT TO THE CONGRESS? Y- ☐ YES N- ☐ NO 214

(IF YES, IDENTIFY: _____

12. RECIPIENTS

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13. COST

DEVELOPMENTAL COSTS $ _____

OPERATIONAL COSTS $ _____ STAFF-HOURS

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ENCLOSURE III

REPORTS LISTED BY AGENCY

The following codes correspond with the codes in the "Cycle Column" of the Reports Listed By Agency:

A - Annually
B - Biennial
C - Twice Per Month
D - Daily
M - Monthly
N - Every 4 or 6 Weeks
Q - Quarterly
S - Semi-annually
T - Every 2 Weeks
W - Weekly
Y - As Needed
Z - Not Identified

The cycle column represents the "frequency of submission" for each report which your organization was submitting to the Congress as of June 30, 1972.

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REPORTS LISTED BY AGENCY

NO REPORT OR NO RESPONSE DURING THE SURVEY OF 1972

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